



## CENTRAL INTELLIGENCE AGENCY

## PRIVACY ACT OF 1974

## AMENDED RECORD SYSTEM

DD/A REGISTRY  
FILE: *Records*

AGENCY: Central Intelligence Agency

ACTION: Amendment to CIA Record System 10.

SUMMARY: The Central Intelligence Agency proposes to amend CIA Record System No. 10--Language Qualifications Register (last published in full text in the Federal Register, Vol. 42, No. 184, pp. 48050-48074) by adding to the computer data base a physically separate and distinct subset. The subset will contain reading proficiency test scores of Agency applicants and employees. These test scores will be used to norm and validate the reading proficiency tests and to verify test scores.

DATES: This subsystem will be effective on \_\_\_\_\_, unless this Agency publishes a notice to the contrary.

ADDRESS: Send written comments to: Chief, Information and Privacy Division, Central Intelligence Agency, Washington, DC 20505.

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SUPPLEMENTARY INFORMATION: The italicized material below indicates the changes made in each category of the system. For the reasons set out in the preamble, this Agency proposes to amend the aforementioned system of records as set forth below.

SYSTEM NAME: Language Qualifications Register and OTRTEST.

\* \* \* \* \*

Categories of individuals covered by the system: Employees who claim a foreign language proficiency and applicants to the Agency who have taken one of the Agency's foreign language reading proficiency tests.

Categories of records in the system: Employee claim of foreign language proficiency and identifying biographic data. Social Security number of employee or applicant (in OTRTEST subset only), language tested, and answers to each test question.

\* \* \* \* \*

Routine use of records maintained in the system, including categories of users and purposes of such uses: Used by Agency personnel for processing requests for foreign language training and for language proficiency cash awards. Tangential use to norm and validate reading proficiency and to verify reading test scores.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Paper, magnetic tape, and magnetic disk.

Retrievability: Name and language. Within OTRTEST subset only, Social Security number, language, and date of test.

Safeguards: Maintained in combination lock safes, magnetic tapes, and on password controlled disks. Access on a need to know basis.

Retention and disposal: Record updated semiannually. Outdated paper record is destroyed by reducing to pulp. Magnetic tapes are degaussed. OTRTEST subset updated weekly. Magnetic disk record is permanent.

\* \* \* \* \*

Record source categories: Employees and within the OTRTEST subset, only, employee and applicant's Social Security number.

/s/ Max Hugel

Max Hugel  
Deputy Director  
for  
Administration

8 APR 1981

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IPD/ [redacted]

Distribution:

Orig. & 2 - Federal Register

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2 - IPD Corres. [redacted]

1 - IPD [redacted]

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